

TOWN OF NEEDHAM

PARENTAL LEAVE POLICY #308

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of parental leave, authorized by subsection 9.21.2 of the Consolidated Personnel By-law (Article 9 of the General By-laws of the Town of Needham).

2. APPLICABILITY

This policy applies to all non-represented full-time and permanent part-time male employees who have completed the applicable probationary period, excluding those employees under the supervision and control of the School Committee or the Glover Memorial Hospital.

3. DEFINITIONS

Refer to the Glossary of terms in the Personnel Policy manual for commonly used words and phrases.

Non-represented employee – An employee whose title is not contained in a collective bargaining unit.

4. POLICY

Eligible male employees may be granted one period of unpaid parental leave per fiscal year, not to exceed eight consecutive weeks, for the purpose of caring for, or arranging for the care of, the employee's minor dependent children on the occasion of the birth of the employee's child. The employee must give written notice that he intends to return to work in order to be eligible for the leave. An employee may utilize accumulated sick leave in addition to the parental leave, as long as such use is consistent with the Town's Sick Leave Policy.

5. PROCEDURES

A. General Procedures

1. An employee who seeks a parental leave shall make a request to his department head or appointing authority as far in advance as possible, outlining the amount and types of leave requested to make up the total parental leave package.
2. The employee must request the unpaid parental leave in writing from his department head or appointing authority at least two weeks prior to the commencement of the leave (except in emergency situations, in which case the two week request period may be waived by the appointing authority). Parental leave is granted at the discretion of the department head or appointing authority.

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3. The department head or appointing authority must notify the Personnel Director immediately of the decision to grant parental leave.
4. The employee may request the use of accumulated leave time, such as personal leave or vacation leave, at least two weeks in advance of the requested date. Approval of the use of accumulated leave time is subject to appointing authority or department head approval.
5. Sick Leave
 - a. If the employee wishes to utilize accumulated sick leave, he should make such request in writing, and may be required to provide medical documentation from a practicing physician if so requested by the appointing authority.
 - b. Non-occupational sick leave must be used in accordance with the Town's Sick Leave Policy, and may not exceed ten days of family-related illness per fiscal year.
6. Extensions of Unpaid Leave
 - a. Should an extension beyond eight weeks of unpaid leave be desired, the employee should request, in writing, an extension of the unpaid parental leave to his appointing authority. If such extension is the result of medical necessity, the employee should attach medical documentation.
 - b. All such requests for unpaid parental leaves of absence beyond the eight week unpaid leave entitlement, whether for medical necessity or personal reasons, must be approved in advance by the Personnel Board.
7. Probationary Period

Upon appointing authority request, the Personnel Board may waive the six month probationary period requirement for the use of parental leave, in extenuating circumstances.

B. Leave and Benefit Procedures

Time spent on parental leave will effect the employee's length of continuous service and eligibility for leave and benefit accrual:

1. Sick Leave Accrual

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Employees who are on unpaid parental leave for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

2. Health Insurance

- a. Employees who are on full-pay status for all or part of a calendar month may continue their health insurance at the applicable rate of the plan in which they are enrolled. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on unpaid parental leave for an entire calendar month must pay the full cost (100%) of the premium. The employee must pay the Town directly, one month in advance of the coverage, in accordance with M.G.L. Chapter 32 (B).

3. Life Insurance

- a. Employees who are on full-pay status for all or part of a calendar month may continue their life insurance at the current contribution rate. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.
- b. Employees who are on unpaid parental leave for an entire calendar month must pay the full cost of the life insurance premium (100%) to the Town one month in advance of coverage, in accordance with M.G.L. Chapter 32 (B).

4. Step Increases

An employee who elects an unpaid parental leave of more than ten (10) days in a fiscal year shall have his next satisfactory performance step date (if applicable) adjusted by the number of calendar days spent on unpaid leave.

5. Longevity

An employee who elects an unpaid parental leave of more than ten (10) days in a fiscal year shall have his longevity date adjusted by the number of calendar days spent on unpaid leave.

6. Vacation

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An employee who elects an unpaid parental leave of more than five days in a calendar month shall have his vacation accrual pro-rated in accordance with the Town's Vacation Policy.

Effective Date: March 11, 1992

ATTACHMENT A

TO: Personnel Director

FROM: _____

RE: Approved, Unpaid Leave Notice

DATE: _____

Please be advised that I have granted (NAME OF EMPLOYEE) of the (DEPARTMENT) a (TYPE OF LEAVE) for the period (INSERT TIME HERE) in accordance with the (INSERT POLICY NAME AND NUMBER HERE).

Types of Leave

Department Head
Authorization Limit

Maternity Leave	8 weeks unpaid
Parental Leave	8 weeks unpaid
Adoptive Leave	8 weeks unpaid
Leave of Absence – Personal	10 days unpaid
Leave of Absence – Medical	10 days unpaid
Family Leave	8 weeks unpaid

CC: Town Comptroller